



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION # 14-039C
Re-Advertisement**

POSTED: August 12, 2014

DEADLINE: August 22, 2014

JOB TITLE: Criminal Justice Training Spec 1
OR
Criminal Justice Training Spec 2

JOB CODE: 17612 OR 17613

PAYGRADE: 13 OR 15

SALARY RANGE: \$29,399.50/yr. - \$40,402.62/yr. OR \$35,569.36 - \$48,935.59

POSITION NUMBER: 00123811

The position will be filled at the pay grade commensurate with experience.

LOCATION: Georgia Crime Information Center (GCIC)/
Compliance and Customer Support
Central East Region

DUTIES AND RESPONSIBILITIES:

PS: Criminal Justice Training Spec (EL) – 17612 – pay grade 13

Provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs. This is the entry/training level for the Criminal Justice Training job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

PS: Criminal Justice Training Spec (WL) – 17613 – pay grade 15

Provides training, technical, and consultative support for criminal justice agencies in the use of GCIC programs.

MINIMUM QUALIFICATIONS

PS: Criminal Justice Training Spec (EL) – 17612 – pay grade 13

Completion of 90 quarter hours/30 semester hours in criminal justice or a closely related field

PS: Criminal Justice Training Spec (WL) – 17613 – pay grade 15

Completion of 90 quarter hours/30 semester hours in criminal justice or a closely related field
AND Two years of experience in the use of criminal justice information systems

OR

One year of experience at the lower level (PSP140)

Note: Work experience in delivering training, providing academic instructions in an adult classroom environment, or training in the area of criminal justice information topics or GCIC

systems and programs may substitute for education on year to year basis if evaluated as equivalent.

Preferred Qualifications:

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- One (1) or more years of training experience in the area of criminal justice information topics or GCIC systems
- Criminal Justice Information System (CJIS) Network
- Certified Terminal Agency Coordinator (TAC)
- The Computerized Criminal History (CCH) Program
- POST Certified Instructor
- One (1) or more years of Training experience to include classroom training, adult orientated training environment and/or delivering training presentations

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

This position is a re-advertisement. Applicants who submitted applications in response to the previous posting, 04/10/14 – 04/21/14, will need to reapply in order to be considered for the position.

The position involves extensive travel throughout Georgia. The primary territory will be Georgia's Central East Region (Elbert, Clarke, Oconee, Morgan, Greene, Taliaferro, Oglethorpe, Wilkes, Lincoln, Columbia, McDuffie, Richmond, Warren, Glascock, Jefferson, Hancock, Putnam, Jasper, Jones, Baldwin, Washington, Burke, Wilkinson, Johnson, Laurens, Treutlen etc.).

- For consideration, applicants must currently reside in the Central East Region Territory or no more than one county away from the Central East Region Territory: Hart, Madison, Jackson, Barrow, Walton, Newton, Butts, Monroe, Bibb, Twiggs, Bleckley, Dodge, Wheeler, Montgomery, Toombs, Emanuel, Jenkins, Screven, etc.).

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the**

address noted above by the deadline. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.

- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER